

INDIVIDUAL DEVELOPMENT TRAINING PLAN

Employee Name:

Current Position Title, Series & Grade:

Organization:

Current objectives: I am currently performing the following duties that are related to the JMD mission and strategic plan. Previous performance assessments have identified the following areas in which I should pursue developmental activities.

Developmental Objectives (Competencies to be learned, skill acquired)	Actions (Developmental assignments, formal training, etc.)	Resources (What is needed – time, money, etc.)	Time Frame (Expected time to complete, etc)

Goals (1-3 years): My career goal is to continue in the Human Resources area. I work well with people, and people respond to me, I have a lot to contribute and I want the opportunity to do so. This training will allow me an opportunity to learn and use my talent more fully to contribute to a higher level. Long term goal is to work towards continuing to work in Human Resources and to prepare myself for a leadership position.

Developmental Objectives (Competencies to be learned, skill acquired)	Actions (Developmental assignments, formal training, etc.)	Resources (What is needed – time, money, etc.)	Time Frame (Expected time to complete, etc)

Employee's Signature

Date

Supervisor's Signature

Date

AD, OBD HR Services Signature

Date